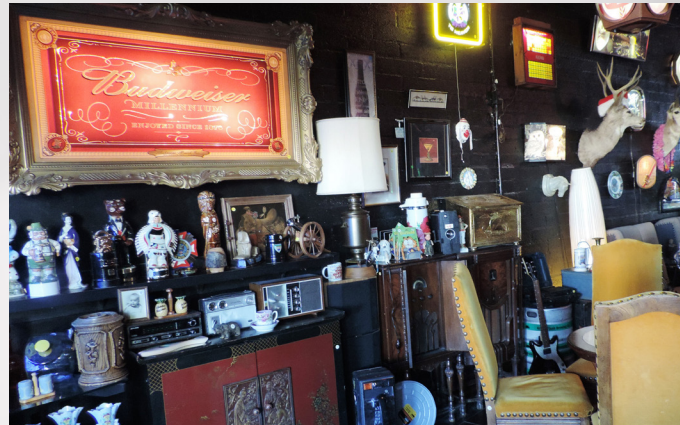


# DOWNTOWN BUSINESS ASSISTANCE PROGRAM



## Program Manual Includes:

- Program Details
- Pre Qualification Form
- Application Form
- Funds Investment Schedule





# DOWNTOWN BUSINESS ASSISTANCE PROGRAM MANUAL

## PROGRAM SUMMARY

This program is intended to provide a small business owner project coordination and/or financial assistance for undertaking the rehabilitation and renovation of vacant commercial or industrial properties located in the city of Las Vegas' Redevelopment Area #1 and Redevelopment Area #2 (RDA).

## PROGRAM OBJECTIVES AND GOALS

The creation of both project coordination and financial incentives designed to induce greater small business investment in the city of Las Vegas will be essential in the ongoing redevelopment of the RDA. Many existing structures downtown were originally designed under older building and fire codes and operated under different occupancy classifications. A majority of these structures have deferred maintenance and code compliance deficiencies that have not been addressed for decades. Potential businesses and entrepreneurs that plan to open or expand their business discover that many of the buildings lack minimum code requirements to support new office/retail/entertainment/food and beverage concepts that the city is striving to attract. Additionally, the city has recently adopted a new 2045 Downtown Master Plan that strives to attract new development with activated ground floor commercial uses in order to further enhance the public realm.

The objectives of this program are to: 1. Encourage new business through the rehabilitation of older vacant commercial buildings or newly developed speculative tenant spaces without an established occupancy; 2. Enhance the physical appearance of the area; and, 3. Improve the overall economic viability of the city of Las Vegas.

These objectives compliment the goals of the city of Las Vegas Redevelopment Agency plans for the RDA and the city of Las Vegas Downtown Las Vegas Vision 2045 Downtown Las Vegas Masterplan area.

## PROGRAM OBJECTIVES AND GOALS (continued)

Each applicant should be prepared to demonstrate how the proposed project meets the following Program goals:

1. The project results in a significant improvement to a commercial, industrial or mixed-use building consisting of the following:
  - Rehabilitating a vacant building or tenant space to open or expand a business
  - Renovations to address code compliance issues affecting the economic viability of the proposed project
  - Project creates new employment opportunities
2. The business, whether property owner or tenant of the project, are committed to maintaining or expanding its business presence at the project location
3. The business, whether property owner or tenant of the project, are committed to maintain all project improvements for the useful life of the improvements
4. The project possesses positive economic attributes that will provide and increase economic activity around the surrounding neighborhood

## PROGRAM ELIGIBILITY

1. To qualify for **project coordination** projects must meet the following requirements;
  - a. Project eligibility is limited to businesses locating to or expanding within the RDA or RDA 2
  - b. All applicants must participate in a pre-qualification meeting to determine what development services will be required and establish a project schedule timeline
2. To qualify for **code compliant reimbursement** all projects must meet the following requirements;
  - a. Project eligibility is limited to businesses locating to or expanding within the RDA
  - b. Businesses completing remodel work within existing buildings required to satisfy certain building, fire and life safety code requirements (as defined under Qualified Improvements for Funds Reimbursement section).
  - c. Tenant Space under 10,000 square-feet.
  - d. Funds are available on a first come, first served basis based on the performance schedule outlined in this program manual.
  - e. A full DBAP application (including the pre-qualify conference) must be submitted prior to the commencement of construction.
3. **Ineligible Properties and Businesses** -The following properties and businesses are ineligible from qualifying for code compliant matching funds contributions:
  - a. Any property, building or business that would exceed more than two DBAP reimbursements in the same fiscal year.
  - b. Single-family properties.



## PROGRAM ELIGIBILITY (continued)

- c. Multi-family residential properties not part of a larger mixed-use development.
- d. Properties or projects which do not satisfy all of the program eligibility requirements.
- e. Medical/recreational/consumption lounge marijuana business owner, landlord or developer
- f. Tattoo parlors
- g. Check cashing
- h. Bail bonds
- i. Sexually oriented businesses
- j. Churches
- k. Convenience stores
  - i. Adult nightclub
  - ii. Erotic dance
  - iii. Locksmiths
  - iv. Massage therapists
  - v. Pawnbroker & auto pawn
  - vi. Smoke shop
  - vii. Wedding chapels
  - viii. Auctions & auctioneers
  - ix. Escort bureau
  - x. Martial arts
  - xi. Outcall entertainment
  - xii. Psychic arts
  - xiii. Teenage dances
  - xiv. Burglar alarms
  - xv. Ice cream truck
  - xvi. Massage establishment
  - xvii. Pistol permit
  - xviii. Reflexology

## QUALIFIED IMPROVEMENTS FOR FUNDS REIMBURSEMENT

1. The following Building Improvements shall be eligible for funds reimbursement:
  - a. Fire life/safety upgrades to satisfy current fire code regulations related to:
    - i. Fire sprinkler systems
    - ii. Fire alarm systems
    - iii. Fire panels
    - iv. Smoke control systems

## QUALIFIED MATCHING FUNDS REIMBURSEMENT (continued)

- v. Kitchen hood systems
- b. Building & Safety upgrades to satisfy current building code regulations related to:
  - i. Egress upgrades, including panic hardware, illumination and exit signage
  - ii. Mechanical, plumbing and electrical upgrades
  - iii. IECC energy code upgrades
  - iv. Asbestos or similar abatement
- c. Accessibility upgrades to satisfy current code regulations related to:
  - i. Restroom remodel for ADA compliance
  - ii. Egress upgrades including ramping, panic hardware, door swings
  - iii. Floor leveling/resurfacing to correct cracks or other obstructions
  - iv. ADA parking stall upgrades
- d. Utility upgrades associated with building remodel related to:
  - i. Three-phase or similar power upgrades
  - ii. Increased water line sizing
  - iii. Backflow RPPA or RPDA devices
  - iv. Sewer upgrades including grease interceptors
- e. Health Department regulations associated with building remodel related to:
  - i. Three-compartment or mop sinks
  - ii. Sanitation regulations including FRP or similar
- f. Qualifying Code Compliant improvements (Qualified Improvements) will be based solely on the work shown on the tenant improvement plan for a tenant completing qualified improvements resulting in a new certificate of occupancy (C of O).

**As this program is intended to rehabilitate buildings constructed under previous Code cycles, new ground-up building construction does not qualify.**

**Additionally, Non-Code Compliance Building Improvement costs, including but not limited to, working capital, property purchase, furniture, fixtures and equipment or inventory acquisition and installation, aesthetic/cosmetic upgrades, demolition/clean-up or any soft costs including but not limited to consulting, professional, financing, marketing or legal fees shall not be included in the Code Compliance Building Improvement qualifying funds expenditure.**

- 2. The following Due Diligence & Regulatory Review fees associated with projects completing work listed under the above improvements shall be eligible for reimbursement:
  - a. Occupancy Investigation/Sewer Fixture Count Permit Fee

## QUALIFIED MATCHING FUNDS REIMBURSEMENT (continued)

- b. Pre-Review Building & Safety Meeting Fee
- c. Land Use Entitlement Application Fee
- d. Building & Safety/Fire Prevention Permit and Plan Check Fee
- e. Off-site/Civil Improvement Fee
- f. Business License Origination/Application Fee
- g. Expedited/Express Plan Review Fee

Non-city of Las Vegas department fees shall not be included in the Due Diligence & Regulatory Review qualifying funds expenditure.

### Funds Reimbursement Ratio

1. To ensure that the city's investment in the project is maximized, the city will require the applicant to provide a 100 percent matching cash contribution to the city's funds so that the applicant has a vested financial interest in the completion of its improvements. Projects must meet the following private to public investment ratio as listed below under the project milestone investment schedule.
  - a. Code Compliant Qualified Building Improvements as listed under subsection D.1 above: 4:1 Private to Public Investment Ratio; maximum \$20,000 reimbursement for projects with qualifying Code Compliance costs of \$80,000 or greater.
  - b. Due Diligence & Regulatory Review fees as listed under subsection D.3 above: 2:1 Private to Public Investment Ratio; maximum \$2,000 reimbursement for projects with qualifying fees of \$4,000 or greater.
  - c. The maximum dollar amount that can be awarded to any project utilizing a combination of the above categories shall not exceed \$20,000.

## FUNDING PRIORITIES

1. Projects qualifying for funds reimbursement shall be awarded funds on a first come, first served basis.
2. The city has agreed to budget a certain amount of funds for this program, which may be amended from time to time. Once all budgeted funds for the fiscal year are expended, no further funds may be awarded.
3. Projects qualifying for Due Diligence & Regulatory Review reimbursement funds shall be approved only after the submittal of a completed DBAP Funds Reimbursement Application and the issuance of the project's building permit for Tenant Improvements for a Certificate of Occupancy (Building Permit) by the city of Las Vegas Building & Safety Department.
4. The Code Compliant reimbursement funds shall be reserved for a project for a period of 180-days after Building Permit issuance and shall be paid upon completion of the project as noticed by the final inspection approval for issuance of the Certificate of Occupancy by the city of Las Vegas Building & Safety Department.

5. If the project is not completed within the 180-day allotment, the funds reserved for Code Compliant reimbursement will no longer be reserved exclusively for the project and may be used for other eligible projects. Projects not completed within this timeframe will have the ability to submit an amended project completion schedule proposal IF the project encountered an unavoidable or unique hardship that resulted in the projects delay It will be at the sole discretion of the city to approve or deny this request based on the merits of the hardship. There will be no appeals process after the decision has been made.

## **APPLICATION PROCESS AND APPROVAL PROCESS**

### **1. DBAP Preliminary Application**

Projects requesting assistance must participate in a pre-qualification meeting with staff to determine project eligibility.

- ☐ Confirm that the subject property is within either RDA or RDA 2
- ☐ Confirm that the subject property is zoned commercial, industrial or mixed use
- ☐ Confirm that no more than one DBAP reimbursement has been provided for the subject property or building within the current fiscal year
- ☐ Confirm that the tenant space is under 10,000 square-feet
- ☐ Confirm whether the proposed business qualifies for Project Coordination, Funds Reimbursement participation or both
- ☐ Complete, sign and date the DBAP Preliminary Application and return to the proper staff member

### **2. DBAP Funds Reimbursement Application**

- ☐ Complete DBAP application; sign and notarize
- ☐ Copies of invoices for qualifying code compliance building improvement expenses
- ☐ If you are a tenant, copy of signed lease



## Approval Process

Applications will be reviewed based on the criteria listed herein and in the order which they were received. All projects meeting the minimum qualifications will be accepted into the project coordination program.

Approval for matching funds contributions shall be based on permit issuance date as outlined below:

1. Submittal of a completed DBAP Funds Reimbursement Application Form and the issuance of the projects Tenant Improvement for Certificate of Occupancy permit by the city of Las Vegas Building & Safety Department.
2. The city shall have the ultimate authority to accept or reject each application, and have complete authority to decide whether requested work is eligible for this program.

## Funds Distribution

Once approved, the city shall commit funds based on the reimbursement ratio as agreed on the application form and listed under Section E.

Any action taken by the city of Las Vegas is final. There is no appeal process for applications which are not approved by the city of Las Vegas.

1. Once approved, the city shall commit funds based on the reimbursement ratio as agreed **on the application form and listed on page E.**
  - b. Any action taken by the city of Las Vegas is final. There is no appeal process for applications which are not approved by the city of Las Vegas.
  - c. Payment for funds up to \$20,000 shall be made in accordance with the city's Direct Payment Request Policy, No. FN206

## Project Completion

- ☐ Site inspection with DBAP staff
- ☐ Submit copies of paid invoices with corresponding copies of cancelled checks and, at a minimum, conditional lien releases
- ☐ Certificate of occupancy issued or final inspection approval
- ☐ Business license issued

## Time Frames

- ☐ Payment of funds takes approximately 30-45 days once all copies of all invoices and cancelled checks are received

## APPLICATION PROCESS AND APPROVAL PROCESS (continued)

### ADDITIONAL GUIDELINES

- Property owner and/or applicant must not have any past-due bills or debts payable to the city of Las Vegas or the Redevelopment Agency. Property taxes must be current. Property must be free of all mechanics liens at time of application.
- The final selection of a contractor is the sole responsibility of the participating business. As such, the agency shall offer no warranty on work performed. The applicant should obtain any desired warranty information from the contractor in writing.

**City Of Las Vegas**  
**Downtown Business Assistance Program**  
**Preliminary Application Form**

2  
0  
2  
1

<b>Project Name:</b>					
<b>Address:</b>					
<b>APN(s):</b>			<b>Project #:</b>	<b>QSP-</b>	<b>RDA 1 or 2:</b>
<b>Property Owner:</b>			<b>Project FTE Employees:</b>		
			<b>Project Square-Footage:</b>		
<b>Applicant:</b>	<b>Name:</b>		<b>Existing Vacant Space (Y/N):</b>		
	<b>Email:</b>		<b>Proposed Use or Occupancy:</b>		
	<b>Phone:</b>		<b>Notes:</b>		

**Project Summary:**

**Based upon the above report, it has been determined that the project:**

**Qualifies for Project Coordination (Y/N):**

**Qualifies for Funds Reimbursement (Y/N):**

**Signature of Staff**

**Date**

**Staff Name (printed)**

**City Funds Reimbursement Disclaimer**

For projects qualifying for Funds Reimbursement, the Applicant acknowledges that the Downtown Business Assistance Program (DBAP) will only pay for qualifying expenditures as outlined by the DBAP Manual. This Preliminary Application Form acknowledges that the Project as currently proposed meets the minimum qualifications in order to apply for the Funds Reimbursement Application; however, it does NOT ensure approval of the Application.

**Signature of Applicant**

**Date**

**Applicant Name (printed)**

**City of Las Vegas**  
**Downtown Business Assistance Program**  
**Funds Reimbursement Application**

<b>Property Owner:</b>	Name:	Company Name:
	Phone:	Email:
<b>Applicant:</b>	Applicant Name:	Company Name:
	Phone:	Email:
<b>Contractor:</b>	Contact Name:	Company Name:
	Phone:	Email:

### Program Eligibility Checklist

Project Name:		Project Address:	
Project Number: QSP-		Project APN:	
Pre-Review Meeting Date:		Existing Vacant Space (Y/N):	
RDA 1 or RDA 2:		Project Square-Footage:	
Project FTE Employees:		Proposed Use or Occupancy Type:	

**Notes:**

Project Description	
---------------------	--

1. Please itemize the building improvements from the building plans for a Certificate of Completion (C of C) or Tenant Improvements for C of O that qualify for Code Compliant Reimbursement. (Please attach a copy of the Contractor's invoice or estimate with line item cost breakdown for each building improvement itemized.)

[illegible]

2. Please describe the extent to which the existing building improvements are substantially dilapidated and how the financial impact of addressing identified code compliance issues affect your ability to move forward with this project. (Wherever possible, please provide photos of identified code compliance issues.)


3. Please list the names of any entities or persons who will contribute funds being leveraged with Downtown Business Assistance Program (DBAP) funds to pay any contractors for this project. Prior to payment of the DBAP reimbursement, written consent from any other entities or persons allowing the reimbursement to be paid to the Applicant will be required.


4. Please describe how you intend to maintain the DBAP funded building improvements throughout their useful life.


Execution of Application:

The Applicant acknowledges that the City of Las Vegas Downtown Business Assistance Program (DBAP) will not pay for any work which is commenced prior to the award of DBAP funds as evidenced by an executed DBAP agreement. Any work started prior to the execution of the Agreement shall be the Applicant's responsibility. Furthermore, the Applicant acknowledges that it must expend its matching contribution prior to any reimbursement of City DBAP funds.

By signing below, the Applicant acknowledges that they have read the Downtown Business Assistance Program Manual and satisfy all program guidelines as outlined by the Manual. This includes, but is not limited to, not having any past-due bills or debts payable to the city of Las Vegas or Redevelopment Agency, property taxes must be current, property must be free of all mechanics liens.

Applicant: (Signature)	Date:
(Print Name)	

State of Nevada  
County of Clark

This instrument was acknowledged before me on

\_\_\_\_\_ (date) by \_\_\_\_\_  
\_\_\_\_\_ (name of person)

Notary Public in and for said County and State



# Downtown Business Assistance Program Funds Reimbursement Application Project Milestone Investment Schedule

**Due Diligence & Regulatory Reivew Investment (City Fees Only)**

CLV Application Type:	CLV Application #	CLV Fee	Receipt #
Total:			

<b>Code Compliance Building Improvement (Include copies of Invoices)</b>	
--	--

[illegible]



Development Services Administration  
Development Services Center  
City Hall | 495 S. Main Street, 1st Floor  
Las Vegas, NV 89101  
702.229.4830 | TTY: 7-1-1

**[www.lasvegasnevada.gov](http://www.lasvegasnevada.gov)**

Las Vegas City Council: Mayor Carolyn G. Goodman  
Councilman Stavros S. Anthony, Ward 4  
Councilwoman Michele Fiore, Ward 6  
Councilman Cedric Crear, Ward 5  
Councilman Bryan Knudsen, Ward 1  
Councilwoman Victoria Seaman, Ward 2  
Councilwoman Olivia Díaz, Ward 3

City Manager: Scott Adams  
Chief Operations and Development Officer: Jorge Cervantes  
Chief Financial Officer: Gary Ameling  
Chief Community Services Officer: Lisa Morris-Hibbler  
Chief Public Safety Services Officer: Tim Hacker  
Executive Director of Community Development: Tom Perrigo

